

ICJI Egrants System

Quick Start Guide

Program Staff's Role in Entering a New Application

Background: When a new application is received at ICJI, Fiscal Staff enters basic information into the appropriate Funding Announcement in Egrants. Egrants assigns a Grant ID number to the application. Fiscal Staff records the assigned Grant ID number on the “hard copy” of the application. The application is copied and forwarded to Clerical Staff to log and circulate to appropriate Program Staff. Below are instructions for Program Staff to enter the rest of the new application.

Please note: This is a temporary procedure. Training for external users is ongoing and will provide Subgrantees with the ability to submit their own on-line applications. This will eliminate the need for Program Staff to enter the information supplied by the subgrantee in the application.

1. Go to [Egrants](#).
2. Enter your User ID and Password and click on “Login” button on the left side of your screen.
3. Select “Project Management” from tabs across the top of the screen. The “Project Management Search” screen appears.

The screenshot shows the Egrants system interface. At the top, there is a header with the Egrants logo, the Indiana Criminal Justice Institute (ICJI) logo, and a system time-out notice: "System will time out at: 02:42:19 PM. Remaining time: 18:43". Below the header is a navigation bar with tabs: User Management, Funding Announcement, Project Management (selected), Portfolio Management, Work Manager, Audits, Maintenance, Contacts, Reporting, and External Menu. A search bar is located below the navigation bar. The main content area is titled "PROJECT MANAGEMENT SEARCH". It contains several search criteria fields: Grant ID, Recipient / Allocation Agency, Applicant Agency, Project Program Area (dropdown), Funding Area (dropdown), Funding Announcement, Title / Description, Keywords (dropdown), Fiscal Contact (dropdown), Program Contact (dropdown), Commission Meeting Date, Country (dropdown), Status (dropdown), and Auto Quick Link (dropdown). There are "Search" and "Reset" buttons. Below the search criteria is a table with the following columns: Grant Id, Applicant Agency, Title, Receipt Date, County, Status, and Quick Links. At the bottom of the page, there is a footer with the text: "Please send technical comments and problems to: [EGRANTS_Support@ICJI](#). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

6. Enter the assigned “Grant ID Number” under “Search Criteria” and click on the “Search” button. Select the “Grant ID” hyperlink that appears at the bottom of the screen.

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Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 02:52:35 PM Remaining time: 19:54

Logoff

User Management | Funding Announcements | **Project Management** | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Search Commission Updates Admin Contracts Program Monitoring

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID: 1013

Recipient / Allocation Agency:

Applicant Agency:

Project Program Area: [All]

Funding Area: [All]

Funding Announcement:

Title / Description:

Keywords: [All]

Fiscal Contact: [All]

Program Contact: [All]

Commission Meeting Date:

County: [All]

Status: [All]

Search Reset

Auto Quick Link:

Grant ID	Applicant Agency	Title	Receipt Date	County	Status	Quick Links
1013	YWCA of Greater Indianapolis	Grant test	10/19/2011	Marion	Open - Received	PC ID 1013

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Tip: When clicking on the Search button, Grants appear at the bottom of the page, by default, in descending order based on the Grant ID #. This allows you to see the most current Grants first. You can, however, click on the column headers to change the order of the search results.

7. A “Main Summary” screen appears. Note: You are under the “Project Tab.”

Note the area that displays a grid and lists ALL of the phases of an application.

In order to better identify which stage and project are current, symbols are used. An “*” appears next to the current phase and a “P” appears next to the current project.

By clicking on the “Application” hyperlink you will be redirected to the “Application” tab and the “Application Main Summary” screen.

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Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 04:08:09 PM Remaining time: 18:23

Logoff

User Management | Funding Announcements | **Project Management** | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Project Monitoring Fiscal Details Audits Contact Log Search Commission Updates

Summary Budget Issues Comments Performance Indicators Reporting Requirements Documents

Grant ID: 1013 Project Title: Grant test Status: Open - Received

Applicant Agency: YWCA of Greater Indianapolis Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

Fund Announcement: [2012/2013 VOCA \(2011\)](#)

View FA Assignment History

SubGrant ID: --

Applicant Agency: [YWCA of Greater Indianapolis](#)

FID #: 23-1370514

Recipient Agency: [YWCA of Greater Indianapolis](#)

Project Director: [Brother Al Church](#)

Financial Officer: [Miss Ann Helger](#)

Primary Contact: [Ms. Judy Jones](#)

Change Project Director

Change Financial Officer

Change Primary Contact

Additional Contacts (0-Grantees, 0-ICJI)

Project Program Area: * [Victims Services]

Program Staff Contact: * [Ms. Sarah Davis]

Fiscal Contact: * [Ms. Kim Snyder]

Listing of Signatories

Add New Signatory

Name	Title
Ms. Sarah Davis	Victims Services Program Manager

Monitoring: Fiscal: Ok To Pay Program: Ok To Pay

Start Date: 11/1/2011 End Date: 10/31/2012

Invitation Sent Date: Invitation Date: Commission Date: Award Date: Project Total Award Amount:

Phase	Documents	Start - End Dates	Status
1013 :	Create New Modification		
	Application	11/1/2011 - 10/31/2012	Open - Received P

Short Project Title: * Grant test

Brief Project Description: * Sample Test (maximum 320 characters)

Keywords

Child Abuse

Add Keyword

Keyword	Action
Childrens Advocacy Center	Delete

Save Cancel

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Note: The same general process is used to select or add a recipient, project director, financial director and contact. Please refer to the screen shots below for reference.

8. You are redirected to the “Application” tab and the Main Summary Screen.

Egrants Indiana Criminal Justice Institute ICI

System will time out at: 03:55:42 PM
Remaining time: 18:18

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring & Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title:
Status: Open - Draft Fund Announcement: [2012/2013 VOCA](#)

MAIN SUMMARY

Section Point Value: 10 Completion Status: Created By: Brother Al Church Created Date: 10/18/2011 3:25:07 PM
Last Update By: Brother Al Church Last Update Date: 10/18/2011 3:25:07 PM

SubGrant ID: --
Applicant Agency: [YWCA of Greater Indianapolis](#) [Change Applicant](#)

FID #: 23-1370514
Recipient Agency: [Add Recipient](#) [Add Applicant as Recipient Agency](#)

Project Director: [Details](#) Project Director not listed in dropdown? [?](#)
Financial Officer: [Details](#) Financial Officer not listed in dropdown? [?](#)
Primary Contact: [Details](#) Primary Contact not listed in dropdown? [?](#)

[Additional Contacts \(0-000\)](#)

Program Staff Contact: [Ms. Sarah Davis](#)
Fiscal Contact: [Ms. Kim Snyder](#)

Listing of Signatories
[Add New Signatory](#)

Name	Title
------	-------

Application Invitation Date: Continuation Invitation Date:
Application Received Date: Application Award Date:
Advisory Committee Meeting Date: Application Award Amount:
Commission Meeting Date: Notification of Award Date:
Start Date: End Date:
Signature Paper Received Date: Resubmitted Date:
Returned Date:

Short Project Title: *
Brief Project Description: *
(maximum 320 characters)

School District
 [Add School District](#)

School District	Action
-----------------	--------

Keywords
 [Add Keyword](#)

Keyword	Action
---------	--------

Senate District
 [Add Senate District](#)

Senate District	Action
-----------------	--------

State House District
 [Add State House District](#)

State House District	Action
----------------------	--------

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

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Review, edit, or add the “Short Project Title” and the Brief Project Description. The Brief Project Description is very important as it is used later on for reporting purposes.

Click on the “Add Recipient” button. Follow instructions on the next page.

9. The “Recipient Search” Screen appears.

System will time out at: 10:55:20 AM
Remaining time: 19:54

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | **Project Management** | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Project | Application | Monitoring | Fiscal Details | Audits | Contact Log | Search | Commission Updates

Summary Staff Analysis Budget Sections Review Scoring Performance Indicators Issues Comments Recipient Agency Budget Approval Checklists

Grant ID: 1014 Project Title: Test Status: Open - Received
Applicant Agency: Original Award Amount: Adjusted Award Amount:

RECIPIENT SEARCH

Search Criteria

Recipient Agency Name:
City:
County:
Zip Code:
Federal ID Number:

Search

Add New Recipient

Applicant Name	Federal ID Number	Address	City	County	Zip
----------------	-------------------	---------	------	--------	-----

Cancel

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10. Enter a portion of the recipient agency’s name in the box marked “Recipient Agency Name.” Click on the “Search” button.

11. A list of previously entered recipient agencies’ names will appear.

System will time out at: 10:52:24 AM
Remaining time: 19:57

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | **Project Management** | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Project | Application | Monitoring | Fiscal Details | Audits | Contact Log | Search | Commission Updates

Summary Staff Analysis Budget Sections Review Scoring Performance Indicators Issues Comments Recipient Agency Budget Approval Checklists

Grant ID: 1014 Project Title: Test Status: Open - Received
Applicant Agency: Original Award Amount: Adjusted Award Amount:

RECIPIENT SEARCH

Search Criteria

Recipient Agency Name:
City:
County:
Zip Code:
Federal ID Number:

Search

Add New Recipient

Applicant Name	Federal ID Number	Address	City	County	Zip
Backford County Sheriff's Office	23-1370514	0064 North 500 E	Hartford City	Blackford	47348-1111
National Highway Traffic Safety Administration		1200 New Jersey Avenue	Washington		20590-1111
Indiana Criminal Justice Institute	23-6002831	101 W Washington St	Indianapolis	Marion	46204-3411
US Department of Justice		444 Fed Dr	Indianapolis	Marion	46204
YWCA of Greater Indianapolis	23-1370514	1101 Market Street	Indianapolis	Marion	43204-2233

Cancel

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12. If the recipient agency was previously entered, select the recipient agency by clicking on the hyperlink.

a. “Recipient Agency Details” are displayed.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | Portfolio Management | Work Manager | Audit | Maintenance | Contacts | Reporting | External Menu

Project | Application | Monitors | Fiscal Details | Audit | Contact Log | Search | Commission Updates

Summary Staff Analysis Budget Sections Review / Scoring Performance Indicators Issues / Comments Recipient Agency Budget Approval Checklists

Grant ID: 1015 Project Title: test Status: Open - Received
 Applicant Agency: Original Award Amount: Adjusted Award Amount:

RECIPIENT AGENCY DETAILS

Agency Name: YWCA of Greater Indianapolis Last Update By: Sir Barry Reber
 Federal ID Number: 23-1370514 Last Update Date: 8/25/2011 8:43:07 AM
 Preferred Contact Method: Mail Status: Y
 Agency Type: Non Profit
 DUNS Number:
 Faith Based Agency: Yes
 ORI Number:
 Funding Agency: N
 Email Address:
 Fiscal Year Ending (last day of): June
 US Congressional District: IN01

Address Listing

Envelopes/Labels: YWCA of Greater Indianapolis, 1101 Market Street, Indianapolis, Marion, Indiana, 43204-2233, UNITED STATES

Location	Phone Number	Extension
Work	317-555-1212	6652

Documents Received List

Add New Document

Action	Type	Valid From Date	Valid To Date	Filed w/ Grant ID
Save	Save as Applicant and Recipient Agency	Delete	Cancel	

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b. Scroll to the bottom of the screen and click on the “Save” button.

c. Go to step # 15.

13. If the appropriate recipient agency is not found, click on the “Add New Recipient Agency” button on the Recipient Search Screen (shown on previous page).

14. The “Agencies Details” screen appears.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | Portfolio Management | Work Manager | Audit | Maintenance | Contacts | Reporting | External Menu

Project | Application | Monitors | Fiscal Details | Audit | Contact Log | Search | Commission Updates

Summary Staff Analysis Budget Sections Review / Scoring Performance Indicators Issues / Comments Recipient Agency Budget Approval Checklists

AGENCY DETAILS

View History | Save | Save as Applicant and Recipient Agency | Delete | Cancel

Agency Name: *
 Eligible to Apply for Grants: ☐
 Federal ID Number:
 Preferred Contact Method: Cell
 Agency Type: Educational (Not SSHE)
 DUNS Number:
 Faith Based Agency: *
 JURIS Number: JURIS Non-Compliant
 ORI Number:
 Funding Agency: ☐
 Email Address:
 Fiscal Year Ending (last day of):
 Agency Cleared? ☒
 US Congressional District: (Ex: PA02)

Last Update By:
 Last Update Date:
 Status: Active

Add New Address

Address List

Add Phone Number

Telephone Number Listing

Location	Phone Number	Extension
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Documents Received List

Add New Document

Action	Type	Valid From Date	Valid To Date	Filed w/ Grant ID
View History	Save	Save as Applicant and Recipient Agency	Delete	Cancel

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Enter “Agency Details.” At a minimum, fields with asterisks must be completed.
Note: “Preferred Contact Method,” though not marked as required, must be selected.

Click on “Add New Address,” complete information, and select “Update” button.

Click on “Add Phone Number,” complete information, and select a “Location” that matches the “Location” selected in the “Preferred Contact Method” in “Agency Details” and select “Update” button.

Note: You will not be able to save your information if the locations noted above are not matched. However, you can add “additional” phone numbers beyond the one that matches the preferred contact method.

Scroll to the bottom of the page and click on the “Save” button. You will be directed back to the “Main Summary” screen.

The following steps, demonstrated for “Add Project Director” should be taken to add people such as the project director, financial officer and/or contact by substituting the appropriate button for “Add Project Director” and completing the same steps noted in 15-20.

15. Scroll towards the top right of the screen and click on the “Add Project Director” button. The “Project Director Search” screen appears.
16. Enter a portion of the project director’s last name in the field marked “Last Name” under “Search Criteria.”
17. Click on the “Search” button. A list of previously entered people’s names, potentially everyone in PACS, will appear.
18. If the project director was previously entered, select the project director by clicking on the hyperlink.
 - a. “Project Director Details” are displayed.
 - b. Scroll to the bottom of the screen and click on the “Save” button.
 - c. Go to step # 20.
19. If the appropriate project director is not found, click on the “Add New Project Director” button at the bottom of the screen. The “Individuals Details” screen appears.
 - a. Enter “Individuals Details.” **Note: “Preferred Contact Method,” must be selected.**
 - b. Click on “Add New Address,” complete information, and select “Update” button.
 - c. Click on “Add Phone Number,” complete information, and select a “Location” that matches the “Location” selected in the “Preferred Contact Method” in “Individuals Details” and select “Update” button. **Note: You will not be able to save your information if the locations noted above are not matched. However, you can add “additional” phone numbers beyond the one that matches the preferred contact method.**
 - d. Scroll to bottom of page and click on the “Save” button.
20. You will be directed back to the “Main Summary” screen.
21. Contact – Note: When entering from a paper application and no contact is identified, use the Project Director for the Contact as well.
22. Scroll to the bottom of the “Main Summary” screen.
23. Enter the “Application Invitation Date.” This is the date applicants are notified to submit applications.
24. Enter the “Application Receipt Date.” This is the date the application is received at ICJI.
25. Enter the “Advisory Committee Meeting Date.” **Note: This can be entered later if you do not know it at this time.**
26. Enter the anticipated “Commission Meeting Date.” This is essential so that that program summary information can be captured for the Commission Meeting.
27. Enter the “Start Date.” This is when the project starts.
28. Enter the “End Date.” This is when the project ends.

Note: Items 29-32 are only beneficial to ICJI if these fields are consistently completed. Please make every effort to fill them in.

29. Enter the "School District" associated with the application, if known.
30. Enter "Keywords" to enhance future search capabilities. Remember, consistency is the key for maximizing this tool. Note: For the VOCA funding announcement, you will need to capture any of the following 4 keywords from page 3 of the paper application that have any dollar amount identified: Sexual Assault Services, Domestic Violence Services, Child Abuse, and Other Services.
31. Enter the Senate District associated with the application, if known.
32. Enter the House District associated with the application, if known.
33. Click on the "Save" button.

For help in identifying the Senate and House District, go to <http://www.in.gov/legislative/index.htm>. At the left side of the screen under Legislators, there is option to select either House of Representative or Senate. Once there, you can select to view the selected listing by district.

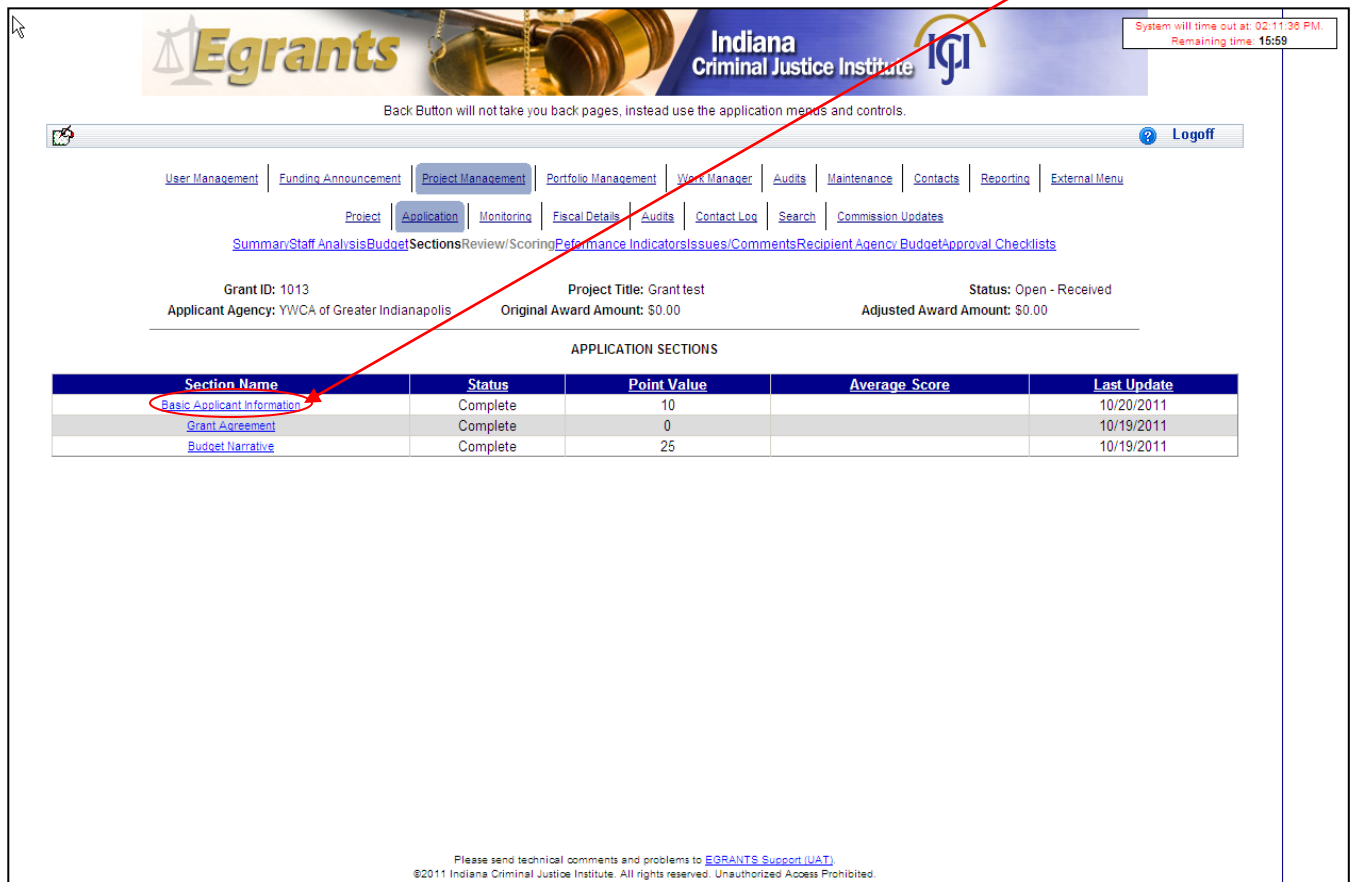
The screenshot displays the official website of the Indiana General Assembly. The header includes the state seal and the text "Indiana General Assembly". A search bar is located in the top right corner. The left sidebar contains a comprehensive navigation menu. The main body of the page is divided into several sections: a central banner for the Senate and House, a "Welcome" message, a "What's New" section listing recent legislative updates, and a "Find Your Bill" section with search tools. The right sidebar features a live stream link, a daily schedule for the interim session, and a link to view the Indiana Code.

Note: In the event that more than one House District and Representative appear, see the Legislative/Policy staff at ICJI for a Legislative Precinct Directory to help narrow down the correct Representative.

34. Click on the “Sections” hyperlink at the top of the screen.



35. The “Application Sections” screen appears. Click on “Basic Applicant Information.”



Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 02:18:38 PM
Remaining time: 19:39

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[Project](#) | [Application](#) | [Monitoring](#) | [Facial Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary/Staff Analysis/Budget Sections/Review/Scoring/Performance Indicators/Issues/Comments/Recipient Agency Budget Approval Checklists](#)

Grant ID: 1013 Project Title: Grant test Status: Open - Received
Applicant Agency: YVCA of Greater Indianapolis Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

BASIC APPLICANT INFORMATION

Section Point Value: 10
Completion Status: **Complete**

Created By: Brother Al Church Created Date: 10/19/2011 3:25:07 PM
Last Update By: Mr. David Gih Last Update Date: 10/20/2011 9:12:44 AM

1. Please select your type of agency/organization. 
☐ Non Profit ☐ State ☐ County ☐ Town ☐ City

2. VOCA grant funds must be used to address specific purpose areas. These purpose areas are listed below in no particular order. Please review the information and mark the box(es) next to the purpose area(s) that more appropriately matches the program for which you are requesting funding. 
☐ Help victims learn about, apply for, and/or obtain crime compensation benefits.
☐ Provide services that give victims of crime a measure of safety and security, i.e. boarding-up broken windows and replacing or repairing locks, etc.
☐ Provide services that assist victims to understand and participate in the criminal justice system.
☐ Provide services that assist primary and secondary victims of crime to stabilize their lives after victimization.
☐ Provide services that respond to the emotional and physical needs to crime victims.

3. How does the program you are requesting funding for impact your community?
 Test response 

Attachment Name	Description	Date	History
File Attachment Documents			
Submit Issue/Comment	View History	Add Attachment	Save Cancel

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Respond to the questions. Mark Completion Status as “Complete” by selecting from the dropdown box.. Click on the “Save” button.

(Note: Icon indicates required response).

36. You will return to the Application Sections screen. Note the “Basic Applicant Information” is now marked “Complete.”

Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 02:38:02 PM
Remaining time: 19:45

Back Button will not take you back pages. Instead use the application menus and controls.

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[Project](#) | [Application](#) | [Monitoring](#) | [Facial Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary/Staff Analysis/Budget Sections/Review/Scoring/Performance Indicators/Issues/Comments/Recipient Agency Budget Approval Checklists](#)

Grant ID: 1013 Project Title: Grant test Status: Open - Received
Applicant Agency: YVCA of Greater Indianapolis Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

APPLICATION SECTIONS

Section Name	Status	Point Value	Average Score	Last Update
Basic Applicant Information	Complete	10		10/20/2011
Grant Agreement	Complete	0		10/19/2011
Budget Narrative	Complete	25		10/19/2011

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37. Click on the “Performance Indicators” hyperlink at the top of the screen.



38. The “Performance Indicators” screen appears.



39. Enter the “Target” and click on “Save.”

40. If the Sub-grantee has added additional performance measures, click on the “Add New” button on the previous page and you will be transferred to the “Performance Indicator Library” screen.

Egrants **Indiana Criminal Justice Institute** **IJI** System will time out at: 02:47:28 PM. Remaining time: 19:45

Back Button will not take you back pages, instead use the application menus and controls. Logoff

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Project](#) | [Application](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary/Staff Analysis](#) | [Budget Sections](#) | [Review/Scoring](#) | [Performance Indicators](#) | [Issues/Comments](#) | [Recipient Agency Budget Approval Checklists](#)

Grant ID: 1013 Project Title: Grant test Status: Open - Received
Applicant Agency: YWCA of Greater Indianapolis Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

PERFORMANCE INDICATOR LIBRARY

Search Criteria:
Title: Search
Purpose:
Owner: [All]
Measure Type: [All]

Assign Selected Indicators Create Performance Indicator

Select	Title	Owner	Measure Type
Cancel			

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Enter a “Title” and click on “Search.” If no record is found, click on “Create Performance Indicator” to create a new performance measure. You will be transferred to the “Performance Indicator Details” screen.

Egrants **Indiana Criminal Justice Institute** **IJI** System will time out at: 02:43:48 PM. Remaining time: 19:50

Back Button will not take you back pages, instead use the application menus and controls. Logoff

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Project](#) | [Application](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary/Staff Analysis](#) | [Budget Sections](#) | [Review/Scoring](#) | [Performance Indicators](#) | [Issues/Comments](#) | [Recipient Agency Budget Approval Checklists](#)

Grant ID: 1013 Project Title: Grant test Status: Open - Received
Applicant Agency: YWCA of Greater Indianapolis Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

PERFORMANCE INDICATOR DETAILS

Performance Measure Title:
Measure Type: Unit Count
Established By: Subgrantee
Measure Target Type: Outcome
Target:
Description/Purpose:

Last Update By:
Last Update Date:

Save Delete Cancel

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Complete the details and click on “Save.”

Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 02:37:44 PM
Remaining time: 19:36

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Project](#) | [Application](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary/Staff Analysis/Budget/Sections/Review/Scoring/Performance Indicators/Issues/Comments/Recipient Agency Budget/Approval Checklists](#)

Grant ID: 1013 Project Title: Grant test Status: Open - Received
Applicant Agency: YVCA of Greater Indianapolis Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

PERFORMANCE INDICATORS

Section Point Value: 30
Completion Status: **In Process**

Created By: Brother Al Church
Last Update By: Mr. David Gin

Created Date: 10/18/2011 3:25:07 PM
Last Update Date: 10/24/2011 1:35:45 PM

Project Phase Target

1. Established by ICJI

1.1. Number Of Victims Advocates Trained: 099

1.2. Percent of Community Based Victim Advocates: 75

2. Established by Subgrantee

[Add New Performance Indicator](#)

[Submit Issue/Comment](#) | [View History](#) | [Save](#) | [Cancel](#)

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When finished, change the Completion Status to "Complete."

41. Click on "Approved Checklists" hyperlink at the top of the screen.

Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 02:45:58 PM
Remaining time: 18:00

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Project](#) | [Application](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary/Staff Analysis/Budget/Sections/Review/Scoring/Performance Indicators/Issues/Comments/Recipient Agency Budget/Approval Checklists](#)

42. Complete the list of questions by using the dropdown boxes. Move the Completion Status to “Complete.”

The screenshot shows the Egrants system interface for the Indiana Criminal Justice Institute (ICJI). The header includes the Egrants logo and the ICJI logo. A system timeout message in the top right corner states: "System will time out at: 02:49:26 PM. Remaining time: 19:40". Below the header, a navigation bar contains links for User Management, Funding Announcement, Project Management, Portfolio Management, Work Manager, Audits, Maintenance, Contacts, Reporting, and External Menu. A secondary navigation bar includes links for Project, Application, Monitoring, Fiscal Details, Audits, Contact Log, Search, and Commission Updates. The main content area displays the 'APPROVAL CHECKLIST' form. The form includes fields for Grant ID (1013), Applicant Agency (YWCA of Greater Indianapolis), Project Title (Grant test), Original Award Amount (\$0.00), Status (Open - Received), and Adjusted Award Amount (\$0.00). The 'Section Point Value' is 0. The 'Completion Status' is set to 'Complete' in a dropdown menu. The form also shows 'Created By: Brother Al Church', 'Last Update By: Brother Al Church', 'Created Date: 10/18/2011 3:25:07 PM', and 'Last Update Date: 10/19/2011 1:42:27 PM'. At the bottom of the form are 'Save' and 'Cancel' buttons. A footer note at the bottom of the page reads: "Please send technical comments and problems to [EGRANTS.Support@IAT](#). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

43. Click on the “Issues/Comments” hyperlink at the top of the screen.

This screenshot shows the same Egrants system interface as the previous one, but with a red arrow pointing to the 'Issues/Comments' hyperlink in the secondary navigation bar. The hyperlink is located between 'Performance Indicators' and 'Recipient Agency'. The rest of the interface, including the header, navigation bars, and the 'APPROVAL CHECKLIST' form, remains the same as in the previous screenshot.

44. Create Issues or Comments by clicking on the appropriate buttons on the screen.

Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 02:51:40 PM. Remaining time: 18:53

Egrants Indiana Criminal Justice Institute **ICJI**

User Management | Funding Announcement | **Project Management** | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Project | **Application** | Monitoring | Fiscal Details | Audits | Contact Log | Search | Commission Updates

Summary/Staff Analysis/Budget/Sections/Review/Scoring/Performance Indicators/Issues/Comments/Recipient Agency Budget/Approval Checklists

Grant ID: 1013 Project Title: Grant test Status: Open - Received
Applicant Agency: YWCA of Greater Indianapolis Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

INTERNAL ISSUES/COMMENTS LISTING

Add New Internal Issue/Comment Preview All Internal Issues Preview All Internal Comments

IC #	Created By	Date Created	Short Title	Source	Section	Type	Status
1	Mr. David Gin	10/19/2011	Question #1	Application	Basic Applicant Information	Issue	In-Process
2	Mr. David Gin	10/19/2011	Question #1	Application	Basic Applicant Information	Issue	In-Process

EXTERNAL ISSUES/COMMENTS LISTING

Add New External Issue/Comment Preview All External Issues Preview All External Comments

IC #	Created By	Date Created	Short Title	Source	Section	Type	Status
1	Mr. David Gin	10/19/2011	Question #1	Application	Basic Applicant Information	Issue	In-Process
2	Mr. David Gin	10/19/2011	Question #1	Application	Basic Applicant Information	Issue	In-Process

Release All External Issues and Comments

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#).
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45. You will be transferred to the "Issues/Comments Details" screen. Complete the fields and click on "Save."

Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 02:54:38 PM. Remaining time: 19:55

Egrants Indiana Criminal Justice Institute **ICJI**

User Management | Funding Announcement | **Project Management** | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Project | **Application** | Monitoring | Fiscal Details | Audits | Contact Log | Search | Commission Updates

Summary/Staff Analysis/Budget/Sections/Review/Scoring/Performance Indicators/Issues/Comments/Recipient Agency Budget/Approval Checklists

Grant ID: 1013 Project Title: Grant test Status: Open - Received
Applicant Agency: YWCA of Greater Indianapolis Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

ISSUE/COMMENT DETAILS

View Type: Internal

Affected Section: Budget Detail

Source: Application

Type of Entry: Issue

Due Date:

Created By: Mr. David Gin Created Date: 10/27/2011 2:34:38 PM

Last Update By: Mr. David Gin Last Update Date: 10/27/2011 2:34:38 PM

Completion Status: In-Process

Short Title: *

Description: *

Alert PCCD Contacts on Subgrantee Response: Program: ☐ Fiscal: ☐

Responses Allowed: ☐

Transfer to External Save Delete Cancel Print Preview Issue/Comment

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#).
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46. Click on the “Staff Analysis” hyperlink at the top of the screen.

System will time out at: 02:48:58 PM.
Remaining time: 18:00

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Project](#) | [Application](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary](#) | [Staff Analysis](#) | [Budget Sections](#) | [Review/Scoring](#) | [Performance Indicators](#) | [Issues/Comments](#) | [Recipient Agency](#) | [Budget Approval](#) | [Checklists](#)

[Logoff](#)

47. Text for “Project Summary” pulls from “Main Summary.” Enter “Program Staff Analysis.”

System will time out at: 02:59:11 PM
Remaining time: 17:58

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Project](#) | [Application](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary](#) | [Staff Analysis](#) | [Budget Sections](#) | [Review/Scoring](#) | [Performance Indicators](#) | [Issues/Comments](#) | [Recipient Agency](#) | [Budget Approval](#) | [Checklists](#)

Grant ID: 1013 Project Title: Grant test Status: Open - Received
Applicant Agency: YWCA of Greater Indianapolis Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

STAFF ANALYSIS

Last Update By: Brother Al Church Last Update Date: 10/19/2011 2:59:56 PM

Project Summary: * (The project summary is utilized for both the Commission Summary and for the FFATA subrecipient project description. Limit 3993 characters) ?

Program Staff Analysis: *

Conditions

[Add New Condition](#)

ID	Short Title	Document	Type	Status	Hold Payments	Created By	Created Date

Recommendations

Role	Recommendation By	Recommendation	Date
Program Staff			
Fiscal Staff			
Program Manager			

Signatures

Role	Signed By	Date Signed	Date	Entered By
Executive Director				
Legal				

Approvals

Role	Recommendation	Date Reviewed	Approval Date	Entered By

External Approvals

Role	Date Sent	Return Date	Status	Date	Entered By
Office of General Counsel					
Attorney General					
Comptroller					

[View Project Summary Report](#) [Save](#) [Cancel](#) [Review](#)

Please send technical comments and problems to: [EGRANTS.Support@IATJ](#).
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Select “Program Staff,”
“Fiscal Staff,” and
“Program Manager” from
dropdown boxes. Choose
the appropriate
“Recommendations”
from the dropdown
boxes. Click on “Save.”